

Surveillance Activities Provision for Accreditation Bodies relating to the JFS-Certification Program	Issue date: 2025-04-17	Document number PR_301_13_R00_ja
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Surveillance Activities Provision for Accreditation Bodies relating to the JFS-Certification Program¹

1. Purpose

This provision outlines the surveillance activities conducted by accreditation bodies that have entered into a contract with the Japan Food Safety Management Association (hereinafter referred to as "JFSM"). These activities aim to maintain and enhance the quality of accreditation operations and are carried out in accordance with the requirements specified in the JFS-C Certification Program Documents:

Document 3: Development and Revision of JFS-C Standard Documents and Operational Integrity

Document 4: Requirements for Accreditation Bodies

2. Responsibilities

- 1) The Secretary General is responsible for overseeing surveillance activities for accreditation bodies and addressing any resulting non-conformities. The Secretariat supports the Secretary General in these duties.
- 2) The president is responsible for issuing corrective action requests to accreditation bodies and, if necessary, terminating contracts with them.
- 3) This provision applies only to accreditation bodies that meet the requirements outlined in the JFS-C Certification Program Document, titled Requirements for Accreditation Bodies

3. Scope

3.1 Surveillance Activities for Accreditation Bodies

- 1) Observer Participation in Accreditation Committee Meetings
 - (1) The President, Secretary General, and Secretariat may participate as observers, when necessary, in the deliberations of the Accreditation Committee established by the accreditation body to manage the accreditation process.
 - (2) The Secretariat shall document the content of these deliberations in a formal report.
- 2) Accompanying Audits Conducted by Accreditation Bodies
 - (1) Based on observer participation or the results of performance evaluations of certification bodies, the President, Secretary General, and Secretariat may determine the need to verify the accreditation process on-site. In such cases, they may attend office audits of certification bodies or accompany accreditation bodies during organization audits.
 - (2) Prior to such attendance, the investigation scope and focus shall be defined, and the accreditation body, certification body, or organization shall be notified of the date, location, and

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subject of the investigation.

(3) The Secretariat shall document the findings of these audits in a formal report.

3) Regular Meetings with Accreditation Bodies

(1) The Secretariat shall hold regular meetings (at least once a year) with accreditation bodies for the following purposes:

- ① To share the results of accreditation audits of certification bodies and discuss future actions, including items to be reviewed in the next regular office audit conducted by JFSM.
- ② To share updates on revisions to food safety-related standard documents and assess their potential impacts.

4) Corrective Actions and Contract Termination

(1) If any of the following conditions apply, JFSM may, with the approval of the President, issue a written request to the accreditation body to implement corrective actions within 90 business days:

- ① Continuous non-compliance with required standards
- ② Failure to fulfill contractual obligations with JFSM
- ③ Actions that significantly undermine the credibility of the JFS-C standard or certification program

(2) If the accreditation body fails to take appropriate corrective action without valid reason after 90 business days, JFSM may, following a reasonable notice period, terminate the contract in the name of the President.

(3) Upon taking such actions, the President shall promptly report to the Board of Directors and notify the relevant certification bodies in writing without delay.

(4) After reporting and notification, JFSM shall publicly announce the contract termination on its official website.

The above.

¹: Disclaimer: This translated document is provided for information purposes only. In the event of a difference of interpretation or a dispute, the original Japanese version of this document is binding

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